

Pre-Application Guidance Note

Different Types of Planning Application

In order to tailor the pre-application service to the needs of the user, planning application types are separated into two categories:

- Householder Development (e.g extensions and conservatories)
- Non Householder Development (all other development types)

Householders: Pre-planning Application Advice

We offer 'full' and 'basic' levels of service. There is a charge for the 'full' householder pre-application service.

The 'Full' Service

We offer constructive advice with the aim of agreeing a design approach at the pre-application stage that satisfies our policies and that is acceptable to you.

There is a fee of £75 for written advice or £100 if a meeting on site is required.

How to Apply for this Service

Please complete the application form, which is available as a downloadable PDF file on the 'Check if you need Planning Permission' website page.

The 'Basic' Service

If the 'full' service is not appropriate - e.g. for advice on whether your proposal requires planning permission in the first instance - free advice is available through the [Planning Portal website](http://www.planningportal.co.uk) (www.planningportal.co.uk)

We can also offer advice on what information you will need to submit as part of any planning application or provide assistance with filling in the application forms - please [contact us](#).

Non Householder Development: Pre-planning Application Advice

Through open and constructive pre-application discussions, officers can help deliver a development that meets the Council's expectations, while saving you time and money through smoothing the planning process and optimising the potential of the site.

The aim of the service is to remove, as far as possible, uncertainties as to what is likely to be approved or rejected. This will enable you to proceed with more

confidence and will reduce the risks of additional costs arising from failed applications or redesign work.

Charges

In order to help resource this service, where new housing or retail development is proposed there may be a charge to cover the costs incurred. The fee is 10% of what would be the equivalent planning application fee for the same proposal (with a minimum fee of £100).

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